



Standard Operating Procedure (SOP)
Security of Employee Issued Keys

Table with 4 columns: SOP No., Department, Dept. Head Approval, Director Approval. Includes handwritten signatures and dates like 01/23/08.

1. Purpose:

The purpose of this procedure is to reduce the risk of lost or stolen keys.

2. Scope:

To provide a procedure for Facilities Management personnel that ensures a secure location of keys after employees complete their shift.

3. Responsibility:

Facilities Maintenance employees will be responsible to secure all WVU keys, except those for access to the reporting area or shop.

4. Procedure:

- 1. All keys will be secured by a lock box or key trap except for the keys to access the shop or work area that they report to.
2. The keys will be accessible to the individuals assigned to that area by the supervisor.
3. Keys should be secured at the end of each shift via a lock box or key trap within the shop or designated work area.
4. At no time should any WVU keys be removed from WVU property except for the access keys to the area.